

Procedure to obtain a SHAPE driver's license

A. The minimum age to apply for a SHAPE POV license is 18 years.

B. Upon arrival in Belgium, appointments must be made in person with the USAG BENELUX DTS, located in Building 220, Room 108A, SHAPE Industrial Area.

C. Applicants must report with the following documents in their possession: (based on individual availability)

- (1) A current SHAPE ID card (green card) AND
- (2) A valid U.S. driver's license (Stateside) or
- (3) A valid European driver's license or
- (4) A valid foreign driver's license or
- (5) A valid USAREUR/USAFE/AFCENT/SETAF driver's license.

Note: As a last resource, a valid OF 346 (military license) will be accepted by SHAPE Registration Office for issuing a SHAPE license to service members.

D. Applicants will be provided with an English pocket version of the driver's orientation handout, which will have to be used for studying the Belgian Highway Code and rules of traffic. One (1) manual will be provided per family. The manual will have to be returned to the instructor right after the orientation.

E. Applicants will be enrolled in a three-hour mandatory driver's orientation (08h30-12h00). Courses are conducted weekly every Tuesday at the SHAPE Education Center, Building 212, Room 118, Industrial Area. Classes are offered in English, and can be provided in French upon request.

F. Applicants will take **two written tests** after being briefed on the Belgian traffic rules as required in the Belgian Highway Code:

- (1) **An international road signs test.**

The test consists of recognition of fifty road signs amongst a chart of 150 signs. Signs and definitions are provided to applicants, who have to match them correctly by numbers;

- (2) **A Belgian traffic laws test.**

The test is a multiple choice test, made up of visual traffic situations in Belgium, such as an intersection. Applicants must figure out the right answer to the situation.

G. Results of the tests will be made available to applicants immediately after the testing portion. The minimum passing score for both tests is 45 out of 50 (only 10% of errors are tolerated for safety reasons).

H. Applicants will have to retest only on the failed portion of test if retesting takes place within 15 days of the initial test. Failure to comply with this procedure will require the member to retake the complete test. Applicants who fail the same test twice will be ineligible for retesting for another 2 weeks. If an applicant fails the test a third time, he will be declared ineligible for retesting of all tests for 60 days and must complete remedial driver's training before retesting. Retesting will always begin with the test the applicant failed.

I. A certificate of knowledge of Belgian traffic rules will be issued by the DTS instructor **to eligible applicants** who successfully pass both tests. The certificate must be turned in to the SHAPE Registration Office (RO), Building 210, room 109, to be issued a SHAPE driver's license. The certificate is valid for 90 days and, once expired, will not be re-issued unless the applicant can prove a safe driving record.

Notes:

1. Vehicle must be registered prior to applying for the license.
2. SHAPE driver's license is valid on Belgian roads only.
3. Individuals may operate only the class or classes of POV that are indicated on their license:

- Class A3 = mopeds
- Class A = motorcycles with or without sidecar
- Class B = automobiles up to 9 Pax and/or 3.5t maximum
- Class C = trucks above 3.5T
- Class D = buses above 9 Pax
- Class E = trailers

4. Applicants 65 years or older must have their eyes examined by an optometrist or an eye-vision professional to obtain or renew a SHAPE POV license.
5. There is no fee involved for the SHAPE driver's license.